

5 FEB 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending  
2 February 1973

1. New Retirement Booklet: We are now ready to distribute the new booklet describing the full range of the retirement services offered by the Agency. The normal practice for distribution will be as follows: After the Director of Personnel has sent a "five-year letter" to a prospective retiree, the retirement counselor concerned will send the individual a copy of the booklet as an attachment to the memorandum by which the counselor identifies himself and offers his assistance. Other distribution will occur whenever an employee not yet in the five-year zone makes known his interest in retirement information, or an employee already well into the zone (i. e., he received his "five-year letter" a few years ago) is interested in obtaining a copy, or whenever a retirement counselor knows of or is told of a person who could profit from the information in the booklet. Also, we are sending a copy of the booklet to the Chief of Support and Chief of Personnel in each operating component and to each Career Management Officer.

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2. Briefing New Program Officer: Chief, Recruitment Division gave a three-hour briefing to [REDACTED] a new Career Training Program Officer. [REDACTED] will represent Clandestine Service interests.

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Interestingly enough, [REDACTED] himself was a Career Trainee in 1957.

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3. Transportation Survey: As a follow-up to last week's report, the Office of Logistics has completed its Agency shuttle bus survey and returned our four detailees a week earlier than expected.

4. Income Tax Seminar: The annual Income Tax Seminar was held Friday, 26 January and Tuesday, 30 January and was attended by 76 and 66 individuals respectively. We have asked each individual who attended the Seminar to advise us in May concerning the number of employees who sought their assistance.

/s/Harry B. Fisher,

Harry B. Fisher  
Director of Personnel

**Distribution:**

- 0 & 2 - Addressee
- 1 - IG
- 1 - D/Pers Subject
- 1 - D/Pers Chrono

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OD/Pers/[REDACTED]:dpm (5 Feb 73)

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